

<p align="center"><b>REPORTS INVENTORY</b></p>				<p align="center"><b>DDS/OTR/EA - 16</b></p>	
<p>PREPARE IN DUPLICATE</p>				<p>CONTROL NO.</p>	
<p>1. TITLE OF REPORT (if a fill-in report include Form No.)</p> <p align="center"><b>Reports Inventory Report</b></p>				<p>2. TYPE OF REPORT</p> <p><input checked="" type="checkbox"/> STATISTICAL</p> <p><input checked="" type="checkbox"/> NARRATIVE</p> <p><input type="checkbox"/> MACHINE-NAME LISTING</p>	
<p>3. FUNCTIONAL AREA</p>		<p>PERSONNEL</p> <p>LOGISTICS</p> <p>MEDICAL</p>		<p>TRAINING</p> <p>SECURITY</p> <p>FINANCE</p>	
<p>4. NO. OF COPIES PREPARED</p> <p align="center"><b>Original &amp; 1</b></p>		<p>5. FREQUENCY (weekly, monthly, quarterly, etc.)</p> <p align="center"><b>Unique</b></p>		<p>6. DISTRIBUTION (No. of components not number of copies)</p> <p align="center"><b>1</b></p>	
<p>7. FORMAT (memorandum, form, computer print-out, etc.)</p>		<p>8. ADP PROCESSING</p> <p>YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO.</p> <p><input checked="" type="checkbox"/> NO</p>		<p>9. DIRECTIVE AUTHORITY REQUIRING REPORT</p> <p align="center"><b>DD/S 70-3600, 28 Aug 1970</b></p>	
<p>10. PREPARING COMPONENT (include lowest level contributing information to report)</p> <p align="center"><b>EA/TR</b></p>			<p>11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)</p> <p align="center"><b>None</b></p>		

**12. COST FACTORS**

**A. MANUAL PREPARATION AND REVIEW COSTS**

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	11.00		2 hrs.		22.00		1		\$ 22.00
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